



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

25 July 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/289/MAS

POST: DEPUTY MASTER

CENTRE: MASTER OF THE HIGH COURT, GRAHAMSTOWN

PACKAGE: R410 805 – R476 307 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- LLB Degree or four year recognized legal qualification plus five years relevant experience;
- Three years' experience in a management or executive and supervisory position;
- Knowledge of, or experience in, the Masters environment;
- Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation;
- Experience in the functional fields of and services provided by the Masters of the High Court.

The following will serve as a recommendation:

- An appropriate post degree qualification;
- Admission as an attorney or advocate;
- A valid code EB (Previously code 8) driver's license.

Skills and Competencies:

- Research and report writing;
- Management and Supervisory skills;
- Planning and organizing;
- Strong leadership qualities;
- Strategic and conceptual orientation;
- Ability to motivate and direct people;
- People development and empowerment;
- Problem solving;
- Time management;
- Ability to work in a pressurized environment;
- Good communication (verbal and written);
- Computer literacy.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DUTIES:

- Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration;
- Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels;
- Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Department;
- Ensure effective and efficient financial and human resource management within the Office of the Master;
- Manage the effective and efficient delivery of services at the Office of the Master of the High Court (The Office). The post incumbent would report to the Chief Master of the High Court;
- Ensure that Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times;
- Direct and take full responsibility for all service delivery processes and operations of the Office within the established policy framework including financial matters e.g. budgeting;
- Provide leadership, direction and training to the legal professional and management team at the Office;
- Represent the Office in its relationships with internal and external stakeholders;
- Develop and implement strategies for the effective management of the legal professional and management teams to ensure that all service level agreements are adhered to.

ENQUIRIES:

Mr G Masingi ☎ 012 – 315 1893

APPLICATIONS:

Quoting the relevant reference number, direct your application to:

Postal address: The Director-General: Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001

OR

Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE:

25 August 2008

NOTE:

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Preference will be given to the disabled, Indian/colored/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short

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notice and will be subjected to a personnel vetting process

Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE